

# **Sell Back (Pay in Lieu of PTO)**

## **Request Form**

**To receive payment in lieu of PTO, you must request payment by completing this “Sell Back Request Form” and submit to the Human Resources Department by December 4, 2009.**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Sell Back (Pay in Lieu of PTO). Employees who accumulate two hundred forty (**240**) hours of PTO may sell back **8** hours annually.

Employees who reach the maximum accrual of four hundred eighty (480) hours are eligible to sell back PTO hours based on their length of service as listed below:

| <u>Length of Service</u> | <u>Eligible PTO Hours FT</u> | <u>Eligible PTO Hours PT</u> |
|--------------------------|------------------------------|------------------------------|
| 1 to 8 years             | 24 hours                     | 16 hours                     |
| 9 - 16 years             | 40 hours                     | 27 hours                     |
| 17 years and over        | 56 hours                     | 38 hours                     |

Number of hour's requesting\_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date:\_\_\_\_\_

(Just as a reminder: After December 25, 2009, if you have over 480 PTO hours, they will be forfeited. If you have any questions, please contact the Human Resources Department 652-5821.

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Shaded area to be filled out by H/R

Hours \_\_\_\_\_ x Hourly Rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Pay Period Ending: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Approval from Human Resources Dept.